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16 November 1959

RETIREMENT OF TOP SECRET DOCUMENTS

1. Inactive Top Secret material may be retired by either of two means: (a) directly to the Records Center, or (b) to Central Top Secret Control. Top Secret documents which have been integrated with material of other classifications in a file series may be retired with the other material to the Records Center in order to maintain the integrity or continuity of the file. Other Top Secret documents may be retired to Central Top Secret Control when they have served their immediate purpose in the area.

2. In order that requests for retired Top Secret documents may be most efficiently serviced, the procedures outlined below are furnished for the guidance of Area Top Secret Control Officers, to supplement procedures prescribed by the Records Management Staff and Area Records Officers.

a. Top Secret Documents Integrated in File Series

- (1) The Area Top Secret Control Officer of the transferring office will prepare a listing in quintuplicate of all Top Secret documents in the file, showing CIA TSC number, copy number, and the job number under which the material is to be retired. Individual Top Secret documents will be flagged in such a manner as to be readily discernible upon opening the box. Suitable tabs may be obtained from Records Center if desired. The transfer of the documents to Records Center will be recorded in the Area log, including the job number under which the transfer is being effected.
- (2) Distribution of copies of the listing will be made as follows:
 - (a) Three copies to Records Center.
 - (b) One copy retained by the Area Records Officer of the transferring office.
 - (c) One copy retained by the Area Top Secret Control Officer until receipted copy is returned by Records Center.
- (3) The Records Center will inventory the contents of the boxes and note any discrepancies on all three copies of the listing. One copy of the listing will then be signed and returned to the Area Top Secret Control Officer of the transferring office. The second copy of the listing will be forwarded to CTSC and the remaining copy retained by Records Center as an incoming Top Secret log. Upon having signed the listing acknowledging receipt and cus-

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tody of the documents, the Records Center will assume responsibility for the servicing of requests for the material in conformity with established procedures governing control of Top Secret documents.

- (4) Upon return of the signed copy of the listing from Records Center, the Area Top Secret Control Officer may destroy the copy held by him and will retain the signed copy as a receipt, after noting any discrepancies on the Area Records Officer's copy.
- (5) The transfer of custody of the documents will be recorded in CTSC from the copy of the listing forwarded by Records Center.
- (6) In servicing requests for Top Secret material the Records Center will:
 - (a) Prepare a charge-out card to be placed in the box in place of the Top Secret material to be removed.
 - (b) Stamp the Request Form No. 490 "Top Secret Suspense" and place in a suspense file after pertinent information, including clerk's name, date and courier receipt number, has been filled in. This request form will be used as a Top Secret outgoing log.
 - (c) Forward material to the requester via his Area TSCO, obtaining signed document receipt.
 - (d) Follow up on any document not returned at the expiration of 30 days. If, at that time, it is found that the requester requires the document for a longer period, the suspense date will be moved forward 30 days. If the requesting office indicates that it wishes to retain the document permanently, this fact will be noted on the charge-out card, the request form and the listing. In this event, CTSC will be notified by means of Log Form No. 311 of the change of custody.
- (7) When material which has been retired becomes eligible for destruction, the Chief, Disposition Branch, Records Center will:
 - (a) Pull all Top Secret documents from the job.
 - (b) Remove the Cover Sheet, Form No. 26, and execute the destruction certificate at the bottom of the form.
 - (c) Destroy, by burning, the Top Secret material, together with the other related material in the job.

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- (d) Forward executed Cover Sheet to CTSC/OCR.
- (e) Complete Form 141 and forward to transferring office.
- (8) If, at the time the material becomes eligible for destruction, it is found that a document is out on loan, Records Center will effect a permanent charge to the office having possession of the document and will notify the appropriate Area Top Secret Control Officer that the document is eligible for destruction and has been permanently charged to his office. CTSC will also be notified of the transfer of custody, as in subparagraph (6)(d).
- (9) Top Secret material previously retired to Records Center will be inventoried against the Top Secret manifest filed in the containers and any discrepancies noted. Three copies of the manifest will then be reproduced. The original list will be retained by Records Center as a Top Secret log. One copy will be signed acknowledging receipt and returned to the Area Top Secret Control Officer of the transferring office. The second copy will be forwarded to CTSC for posting to the Top Secret log. The remaining copy will be retained by Records Center until the material becomes eligible for destruction, at which time it may be used as a certificate of destruction, if appropriate.
- (10) Upon receipt of notification of downgrading of a Top Secret document the Records Center will strike out the old classification and mark the new classification wherever the former classification appeared in the document. A line will be drawn through the TSC number and the cover or first page of the document will be stamped as follows with the appropriate information entered in the blank spaces:

CENTRAL INTELLIGENCE AGENCY

CLASSIFICATION

Canceled

Changed to _____

BY AUTHORITY OF

Name _____

Office _____

Date _____

The cover sheet (Form 26) will be executed and detached and forwarded to CTSC. The log in Records Center will be noted to reflect the change in classification.

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b. Top Secret Documents Not Integrated with Other Material

Top Secret documents held separately by an Area Top Secret Control Office as individual files may be retired to CTSC. This will be accomplished in accordance with established procedures for the transfer of Top Secret documents. The area log will be noted "Retired to CTSC" and the Cover Sheet (Form 26) will be marked "Retired", in red.

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